

N. B.– The list of Jurors in Kurunegala District Jurisdiction Areas in year 2018 has been published in Part VI of this *Gazette* in Sinhala, Tamil and English Languages.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,082 – 2018 ජූලි මස 26 වැනි බ්‍රහස්පතින්දා – 2018.07.26
No. 2,082 – THURSDAY, JULY 26, 2018

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 17th August, 2018 should reach Government Press on or before 12.00 noon on 03rd August, 2018.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

GANGANI LIYANAGE,
Government Printer (Acting).

Department of Govt. Printing,
Colombo 08,
01st January, 2018.

This *Gazette* can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A “Sri Lankan” is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the “New Entrants” Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the ‘Widows and Orphans’ Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

“All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.”

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate’s conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate’s answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate’s index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate’s boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare

everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone’s identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :-

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner’s use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,
Department of Examinations,
Pelawatta, Battaramulla.

Posts – Vacant

PARLIAMENT OF SRI LANKA

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the posts mentioned below on the staff of the Secretary-General of Parliament.

1. Parliamentary Interpreter (English/Tamil/English)
2. Parliamentary Interpreter (Sinhala/Tamil/Sinhala)

Applications prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of Educational/Professional, and Service Experience, to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before August 09, 2018 indicating the post applied for, on the top left-hand corner of the envelope. (This information is found on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 47, 340 – 3 x 755/ 13 x 1,030 – Rs. 62,995. The selected candidates will be placed initially at the monthly salary step of Rs. 37,558/= according to the Schedule II of the Circular mentioned above from the date of appointment. (The minimum initial monthly remuneration on this salary scale, together with all the allowances will be approximately Rs.75,000 /=).

2. *Age Limit.*— Not less than 22 years and not more than 45 years of age as at the closing date for applications.(The upper age limit shall not apply to those who are already in Public/ Provincial Public Service)

3. *Educational Qualifications.*— Candidates who possess any of the educational qualification and experience mentioned under (a), (b) and (c) below can apply for the above post.

- (a) Candidates applying for the post of Parliamentary Interpreter (English/ Tamil/ English) should possess a Degree acquired from a recognized University in Tamil or English as a subject and a credit pass at G.C.E O/L examination for the language which has not been offered for the degree and candidates applying for the post of Parliamentary Interpreter (Sinhala/ Tamil/ Sinhala) should possess a Degree acquired from

a recognized University in Sinhala or Tamil as a subject and a credit pass at G.C.E O/L examination for the language which has not been offered for the degree.

OR

- (b) Candidates applying for the Post of Parliamentary Interpreter (English/ Tamil/ English) should possess credit passes for Tamil and English and Candidates applying for the Post of Parliamentary Interpreter (Sinhala/ Tamil/ Sinhala) should possess credit passes for Sinhala and Tamil at G.C.E (Ordinary Level) Examination and have passed 04 subjects in one sitting at G.C.E (Advanced Level) Examination (Old Syllabus) OR Should have passed 03 subjects in one sitting at G.C.E (Advanced Level) Examination (New Syllabus)

With

not less than two years of experience in a field of Teaching, Interpretation, Translation or Mass Media in Tamil or English language for Candidates applying for the Post of Parliamentary Interpreter (English/ Tamil/ English) and in Sinhala or Tamil language for Candidates applying for the Post of Parliamentary Interpreter (Sinhala/Tamil/ Sinhala)

- (c) Candidates who have completed permanent continuous service for not less than 5 years in Public/ Provincial Public Service as an Interpreter or Translator in English/ Tamil can apply for the post of Parliamentary Interpreter (English/ Tamil/ English) and candidates who have completed permanent continuous service for not less than 5 years in Public/ Provincial Public Service as an Interpreter or Translator in Sinhala/ Tamil can apply for the post of Parliamentary Interpreter (Sinhala/ Tamil/Sinhala).

4. *Method of Recruitment.*— Recruitment will be made on the results of the tests conducted on simultaneous interpretation and translation and an interview.

Note: Candidates possessing qualifications under 3. (a), (b) or (c) and applying for the post of Parliamentary Interpreter (English/ Tamil/ English) should have the ability to interpret from Tamil to English and from English to Tamil simultaneously

and Candidates possessing qualifications under 3. (a), (b) or (c) and applying for the post of Parliamentary Interpreter (Sinhala/ Tamil/ Sinhala) should have the ability to interpret from Sinhala to Tamil and from Tamil to Sinhala simultaneously. Service Experience in simultaneous interpretation is not compulsory.

5. *Terms & Conditions of Services :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in permanent, pensionable post is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary-General of Parliament.
- (iii) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his / her salary with a percentage specified by the government. They will be subjected to a medical examination.
- (iv) A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

6. Applicants should attach the copies of the following certificates (not originals) to their applications and original certificates should be produced, only when called upon to do so.

- (a) Birth Certificate.
- (b) Certificates confirming Educational qualifications.
- (c) Certificates confirming professional qualifications.
- (d) Certificates confirming experience.

7. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

8. Canvassing in any form will be a disqualification for this post.

9. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

10. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen form will also be rejected.

W. B. D. DASANAYAKE,
Secretary-General of Parliament,
Parliament of Sri Lanka.

Sri Jayewardenepura Kotte.
13th July, 2018.

PARLIAMENT OF SRI LANKA

POST OF ASSISTANT SERJEANT – AT - ARMS

01. (a) Name with initials (in Sinhala/Tamil) :————.
- (b) Names denoted by initials (in Sinhala/Tamil) :——.
- (c) Full Name (in block Capitals): Mr./Mrs./Miss :——.
02. National Identity Card Number :————.
03. (a) Private Address :————.
Telephone No. :————.
- (b) Official Address :————.
Telephone No. :————.
- (c) Please indicate the address the admission to be posted :
Private Office
04. (a) Date of birth :————.
(A copy of the birth Certificate should be attached)
- (b) Age as at August 09th 2018:
Years :———. Months :———. Days :———.
05. Civil Status :————.
06. Sex :————.
07. State whether a citizen of Sri Lanka :————.

08. Educational Qualifications: (Copies of the certificates should be attached):

Examination	Subjects	Pass	Year
G. C. E (O/L)			

Examination	Subjects	Pass	Year
G. C. E (A/L)			

Degree	Stream	Pass	Year

09. Professional Qualifications (copies of the certificates should be attached) :_____.

10. Experience (copies of the certificates should be attached) :_____.

11. Details of Present Employment:

- (a) Name and Address of the Institution :_____.
- (b) Date of first Appointment :_____.
- (c) Present Post :_____.
- (d) Monthly basic Salary :_____.
- (e) Allowances :_____.
- (f) Gross Salary :_____.

12. Have you been convicted for a criminal offence by a Court of Law?:_____.
If yes, give details :_____.

13. Have you served under the Government before? :_____.
If yes, give details :_____.

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date :_____.

Certification of Head of Department/Institution :
(Only for applicants serving in the Public Service/Provincial Public Service/Government Corporations/Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr. / Mrs. /Miss holding the post of in this Institution. I certify that his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

_____,
Signature of Head of Department/
Institution.
(Official Stamp)

Date :_____.

07-974/1

PARLIAMENT OF SRI LANKA

Post of Housekeeping Assistant

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Housekeeping Assistant on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the “Secretary-General of Parliament, Parliament of Sri

Lanka, Sri Jayewardenepura Kotte" on or before August 9, 2018. The post of "Housekeeping Assistant" should be indicated on the top left-hand corner of the envelope. (This advertisement is also available on the website : www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, salary scale specified for this post is Rs. 25,520 - 9 x 270 - 10 x 300 - 6 x 330 - Rs. 32,930 /- The selected candidates will be placed initially at the monthly salary step of Rs. 20,248/= according to the schedule II of the Circular mentioned above. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 50,000)

Housekeeping Assistant on successful completion of 10 years' satisfactory service will be eligible for promotion to the Post of Senior Housekeeping Assistant.

2. *Age Limit.*— Should not be less than 18 years and not more than 30 years of age as at August 9, 2018.

3. *Educational Qualifications.*— Should have passed General Certificate of Education (Ordinary Level) Examination in six subjects including credit pass for Sinhala or Tamil language and passes for Mathematics and English at not less than two sittings.

4. *Professional Qualifications.*— Should have successfully completed a vocational training course with not less than 05 months in the field of Hotel Housekeeping, Room Service or Room Attendants' Service conducted by Sri Lanka Institute of Tourism and Hotel Management (SLITHM) or National Apprentice and Industrial Training Authority (NAITA) or any other similar vocational training institute.

5. *Experience.*— Experience not less than 06 months in Housekeeping or in a similar post in Hotel Sector.

6. *Method of Recruitment.*— Through a written test/ trade test and an interview.

7. *Terms and Conditions of Service :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year (03) probation period. If a person who has been confirmed in a permanent and pensionable post in the Public / Provincial

Public Service is selected, he / she will be appointed subject to an acting period of one year.

- (ii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) Selected candidates will be subject to a medical examination.
- (v) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

8. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- (a) Birth Certificate ;
- (b) Certificates of Educational Qualifications ;
- (c) Certificates of Professional Qualifications ;
- (d) Certificates of Experience.

9. Applicants serving in Public / Provincial Public Service / State Corporations / Statutory Boards should send their applications through their respective Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification.

11. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

W. B. D. DASANAYAKE,
Secretary-General of Parliament,

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
13th July, 2018.

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FOR THE POST OF HOUSE KEEPING
ASSISTANT

01. (a) Name with initials (in Sinhala/Tamil) : _____.
(b) Names denoted by initials (in Sinhala/Tamil) : _____.
(c) Full Name (in block Capitals): Mr./Mrs./Miss : _____.

02. National Identity Card Number : _____.

03. (a) Private Address : _____.
Telephone No. : _____.
(b) Official Address : _____.
Telephone No. : _____.
(c) Please indicate the address to where the admission
to be posted :

Private : Office :

04. (i) Date of Birth : _____.
(A copy of the birth Certificate should be attached)
(ii) Age as at August 09th 2018:
Years : _____, Months : _____, Days : _____.

05. Civil Status : _____.

06. Gender : Male/Female : _____.

07. State whether a citizen of Sri Lanka : _____.

08. Educational Qualifications: (Copies of relevant
certificates should be attached):

Examination	Subject	Pass obtained	Year
G. C. E (O/L)	Sinhala/Tamil		
	Mathematics		
	English		

09. Professional Qualifications (copies of the certificates
should be attached) : _____.

10. Experience (copies of the certificates should be
attached) : _____.

11. Details of Present Employment:

- (a) Name and Address of the Institution : _____.
(b) Present Post : _____.
(c) Date of First Appointment : _____.
(d) Monthly basic Salary : _____.
(e) Allowances : _____.
(f) Gross Salary : _____.

12. Have you been convicted for a criminal offence by a
Court of Law? : _____.

If so, give details : _____.

13. Have you served under the Government before? : _____.

If so, give details : _____.

I do hereby certify that all the particulars furnished by me
in this application are true and correct. I am also aware that,
I am liable to be disqualified for this post if any particulars
contained herein are found to be false or incorrect before
selection, or to be dismissed without any compensation if
such detection is made after appointment.

Signature of the Applicant.

Date : _____.

Certification of Head of Department/Institution :
(Only for applicants serving in the Public Service/Provincial
Public Service/Government Corporations/Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs
/Miss holding the post of
..... in this Institution. I certify that his/
her work and conduct are satisfactory and that he/she has
not been subjected to any disciplinary action or there is
no intention to make such inquiry. He/she can be released/
cannot be released from the service if selected for this post.

Signature of Head of Department/
Institution.
(Official Stamp)

Date : _____.

07-974/2

PARLIAMENT OF SRI LANKA

Post of Director (Catering and House-Keeping Services)

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the post of Director (Catering and House-Keeping Services) on the staff of the Secretary- General of Parliament.

The candidate should be a self motivated, dynamic, committed professional with a passion in maintaining highest standards in both quality and services excellence to head in Catering and Housekeeping Department.

Please send in your resume with names of two non-related referees, under registered cover to reach the Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura, Kotte on or before 09 August 2018, indicating the post applied for on the top left hand corner of the envelope. (This Notice is accessible via www.parliament.lk)

1. *Salary.* – According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, salary scale specified for this post is Rs. 67,485 – 4 x 1,630 / 8 x 2,170 – 91,365. (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 135,000.00)

2. *Other Benefits :*

- Fully maintained vehicle with a limited private mileage.
- Allowances paid to the Parliament Staff.

3. *Job Profile.* – As the Head of the Catering and Housekeeping Department you will be responsible for :

- Managing, planning, co-ordinating, executing and supervising the work of the Catering and Housekeeping Department of the Parliament.
- Establishing and maintaining systems and procedures for ordering, receiving, storing, preparing and serving of food and related products, as well as menu planning and development.

- Ensuring that requirements for appropriate sanitation and safety levels in respective areas are met.
- Co-ordinating and supervising personnel regarding production, merchandising, quality and cost control as well as employee training and to manage and maintain an effective and productive workforce.
- Maintaining inventories, accounts and records to comply with Government standards.
- Co-ordinate and liaise effectively with the other departments of the Parliament.

4. *Qualifications :*

- Full time 4 year diploma holder of the Ceylon Hotel School and/ or degree or other similar qualification in the Food and Beverage, Cookery, Housekeeping or other related field. Qualifications in Business Management will be an added advantage.
- A minimum of 7 years experience in a senior management position in the Hospitality Trade.
- Excellent communication and interpersonal skills.
- Strong initiative and a drive to achieve objectives.
- Ability to respond effectively to change and demands.
- A high degree of proficiency in English.
- Experience and knowledge of Microsoft Office Applications.
- Age between 35-45 years.
(The upper age limit will not apply to those already holding a permanent position in the Parliamentary Service or Government Service).

Note: Those who are already in salary group “IA” or above in the Parliamentary Service (i.e. Executive Chef, Food and Beverage Manager) may also apply for this post.

5. *Method of recruitment.* – Through a structured interview.

6. *Terms and Conditions of Service* :

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary-General of Parliament.
- (iii) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his / her salary with a percentage specified by the Government. Selected candidates will be subject to a medical examination.
- (iv) A Security Clearance Report in respect of the selected candidate will be obtained prior to his / her appointment.

7. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, only when called upon to do so.

- (a) Birth Certificate.
- (b) Certificates of Educational qualifications.
- (c) Certificates confirming professional qualifications.
- (d) Certificates confirming experience.
- (e) Two recent testimonials to applicant's character. (The testimonials referred to at (e) are not required in the case of applicants already in the Public/Provincial Public Service/ Government Corporations /Statutory Boards.)

8. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

9. Canvassing in any form will be a disqualification for this post.

10. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

11. Applications received after the closing date or sent without copies of the above mentioned certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen form will also be rejected.

W. M. N. P. Iddawala,
Chief of Staff &

Deputy Secretary-General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
17th July, 2018.

PARLIAMENT OF SRI LANKA

Post of Director (Catering & Housekeeping Services)

01. (a) Name with initials (in Sinhala/Tamil) :———. (b) Names denoted by initials (in Sinhala/Tamil) :———. (c) Full Name (in block Capitals): Mr./Mrs./Miss :——.
02. National Identity Card Number :———.
03. (a) Private Address :———. Telephone No. :———. (b) Official Address :———. Telephone No. :———. (c) Please indicate the address the admission to be posted :
Private Office
04. (a) Date of birth :———. (A copy of the birth Certificate should be attached)
(b) Age as at 09th August 2018:
Years :———. Months :———. Days :——.
05. Civil Status :———.

06. Sex :_____.

(e) Allowances :_____.

07. State whether a citizen of Sri Lanka :_____.

(f) Gross Salary :_____.

08. Educational Qualifications: (Copies of the certificates should be attached):

12. Have you been convicted for a criminal offence by a Court of Law?:_____.
 If yes, give details :_____.

Examination	Subjects	Pass	Year
G. C. E (O/L)			

13. Have you served under the Government before? :_____.
 If yes, give details :_____.

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
 Signature of the Applicant.

Date :_____.

Examination	Subjects	Pass	Year
G. C. E (A/L)			

Certification of Head of Department/Institution :
 (Only for applicants serving in the Public Service/
 Provincial Public Service/Government Corporations/
 Statutory Boards)

Secretary General of Parliament,

Degree	Stream	Pass	Year

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that his/ her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/ cannot be released from the service if selected for this post.

09. Professional Qualifications (copies of the certificates should be attached) :_____.

_____,
 Signature of Head of Department/
 Institution.
 (Official Stamp)

10. Experience (copies of the certificates should be attached) :_____.

11. Details of Present Employment:

- (a) Name and Address of the Institution :_____.
- (b) Date of first Appointment :_____.
- (c) Present Post :_____.
- (d) Monthly basic Salary :_____.

Date :_____.

Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION

Open Competitive Examination to Recruit Graduates to Grade 3-I (a) of Sri Lanka Teachers' Service for Sinhala and Tamil Medium School Student Counselling in National and Provincial Schools in the Island – 2018

APPLICATIONS are called from qualified female/male candidates for the recruitment of graduates to grade 3-I (a) of Sri Lanka Teachers' Service for Sinhala and Tamil medium school student counselling purposes in national and provincial schools in the island. Applications prepared as per the specimen given at the end of this *Gazette* notification should be posted by registered post on or before 23.08.2018 to reach "Commissioner General of Examinations, Organization and Foreign Examinations Branch, Sri Lanka Department of Examinations, P.O. Box 1503, Colombo". In addition, the name of the examination should be mentioned additionally in Tamil language in Sinhala applications whereas in Sinhala in Tamil application. "Open Competitive Examination to Recruit Graduates to Grade 3-I (a) of Sri Lanka Teachers' Service for Sinhala and Tamil Medium School Student Counselling in National and Provincial Schools in the Island – 2018" should compulsorily be appeared on the top left hand corner of the envelope containing the applications.

Note 1.– No consideration will be made regarding complaints of loss or delay of an application or a letter in the post. Applicants themselves shall bear the disadvantages caused due to delay of applications until the closing date.

02. Method of Recruitment to Service :

- 2.1 A number equal to five (05) times the amount of existing vacancies will be called for the interview from the candidates obtained a minimum marks of 40% to each test paper of the written competitive examination conducted by the Commissioner General of Examinations. Applicants do not satisfy the qualifications as per this *Gazette* notification shall be rejected at the interview.
- 2.2 Those qualified from the general interview will be subject to a practical examination as per section 13.3 of this *Gazette* notification in order to measure learning and teaching process important in the profession and thereafter recruitments will be made as per the number of vacancies

depending on the school based system subject to the priority of the total marks obtained at the practical and written tests by the candidate.

- 2.3 Vacancy list pertaining to the applicants will be displayed at the time of the interview and at the same instance the candidates may indicate their preference to take their appointments respectively for the schools where vacancies exist.

Note 2.– When several candidates applied for one school have obtained equal marks, suitable candidates will be chosen as per a precise marking procedure, approved by the Secretary to the ministry of Education prior to calling them for practical examination.

- 2.4 No transfers will be applied until 05 years since these recruitments are made depending on school based system.

- 2.5 Vacancy list :

Province	National Schools		Provincial Schools	
	Sinhala medium	Tamil medium	Sinhala medium	Tamil medium
Western	√	√	-	-
Central	√	√	√	√
Southern	√	√	-	-
Northern	√	√	-	-
Eastern	√	√	-	-
North western	√	√	√	√
North central	√	-	-	-
Sabaragamuwa	√	-	√	√
Uva	√	√	-	-

Note 3.– Applicants for Provincial Council Schools Should be permanent residents of the particular province.

3. Condition of engagement in service:

- (i) This post is permanent and subject to the policy decisions taken in the future by the government with regard to the pension scheme applicable to the post.

(ii) Officers recruited to this post are subject to a probationary period of three (03) years and the first efficiency bar examination within those three (03) years.

degree awarding institution recognized by the University Grants Commission should be available.

or

(iii) Proficiency in the National Language should be obtained as per Public Administration Circular No. 01/2014 and Circulars incidental to it.

(iii) Any degree obtained from a University or any other degree awarding institution recognized by the University Grants Commission

(iv) This appointment is subject to procedural rules of the public service commission, establishments' code of Democratic Socialist republic of Sri Lanka, financial regulations of the government as well as other rules and orders of the departments.

with

(a) A diploma on counselling of not less than one year duration obtained from a university or any other degree awarding institution recognized by the University Grants Commission or from an institution approved by tertiary education commission.

(v) This appointment is subject to the provisions of Sri Lanka Teachers' Service minute published in *Gazette Extraordinary* No. 1885/38 of Democratic Socialist Republic of Sri Lanka, as well as any amendment made thereby and the general conditions pertaining to appointment in the public service.

or

(b) A post graduate diploma on counselling of not less than one year duration obtained from a university or any other degree awarding institution recognized by the University Grants Commission.

04. *Salary scale.* – This post is entitled for a salary scale of Rs. 27,740 – 300 x 6 – 380 x 7 – 445 x 2 - Rs.33,090/- (monthly) of G-E-01-2016 as per Public Administration Salary Circular No. 03/2016. The appointees will be placed in Rs.32,200/=, which is the 14th step of the said salary scale. Salaries will be paid as per provisions of Schedule II of the same circular. Apart from that you are entitled for other allowances paid from time to time to Government Officers.

Note 4.- Apart from the above qualifications, each candidate should have passed Sinhala or Tamil language as a subject at the G.C.E. (O/L) examination.

05. *Educational qualifications :*

5.1 Following qualifications should have been accomplished at 23.08.2018 as per Sri Lanka Teachers' Service minute as well as the cabinet decision No. CP/17/0653/742/009 dated 23.05.2017.

06. *Age limit.* – Age at 23.08.2018 :

Minimum limit : 18 years
Maximum limit : 35 years

Accordingly, only those born on or before 23.08.2000 or on or after 23.08.1983 are eligible to apply for this.

(i) A special degree in Psychology/ Sociology obtained from a University recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission should be available.

07. *Other requirements :*

- (i) Applicants should be citizens of Sri Lanka.
- (ii) Applicants should be of excellent character.
- (iii) All qualifications required for recruitment to the post should be accomplished, at the closing date of calling applications.
- (iv) Every candidate shall possess the sufficient physical and mental capability to serve in any area of the country and take the responsibilities in the post.

or

(ii) A general degree obtained with Psychology /Sociology as a main subject from a University recognized by the University Grants Commission or a

08. *Method of application :*

8.1 Application should comply with the specimen attached herewith and it should be prepared using both sides of a A 4 size paper while the candidate himself should fill with his handwriting. It should be specially considered that headings from 1.0 to 5.5 should be appeared on the first page while the remaining in the second page in their application with the same medium applying for. The applications inconsistent with the specimen application as well as those incomplete will be rejected without notice. (Keeping a copy of the application may be of use). The candidate may ensure whether the completed application is in consistent with the specimen in the gazette notification as well as whether accurately completed including all information and whether the paying voucher has been affixed in proof of payment of precise examination fee. Otherwise the application will be rejected.

8.2 Only one application can be submitted by an applicant.

8.3 Signature of the applicant should be certified in both the application as well as the admission for the examination. A candidate applying for the examination through a particular institution may certify his / her signature by the head of the institution while those applying else means may get their signature certified by either a principal of a government school, a Grama Niladhari in the division, a justice of peace, commissioner for oaths, an attorney – at – law, a notary public, a commissioned officer in the permanent cadre of the armed forces or a permanent officer in the staff grade of Central Government Service or Provincial Government Service obtaining a consolidated annual salary of Rs. 240,360/- or more or a chief priest or incumbent of a Buddhist temple or a religious institution.

8.4 The commissioner general of examinations, may issue admissions to candidates within the age limit given in the gazette notification and have submitted accurately completed application with the paying voucher affixed to it in proof of payment of precise examination fee. The Department of Examinations shall publish a newspaper notification as soon as the admissions are issued. If no admission received

even after 2 or 3 days from the notification had been published, the non – receipt of admission should be inquired from organization and foreign examinations branch of Sri Lanka Department of Examinations. When inquiring likewise, the applicant should accurately indicate the name of the examination he/ she applied for, name in full of the applicant, National Identity card number, as well as the correct address. If the candidate is a resident away from Colombo, it would be much useful to send a request letter containing a fax number that the admission can be immediately sent along with the other details to the fax Number 011-2784232 mentioned in the gazette notification. Copy of the application, the paying voucher along with the receipt of postal registration should be kept ready when inquiring such.

09. *Sitting the examination :*

9.1 The Commissioner General of Examinations shall issue admissions to all the applications received. A candidate to sit for the examination should hand over the admission to the Supervisor of the Examination Hall. No permission will be granted to candidates fail to furnish such prescribed document.

9.2 A candidate should sit for the examination at the venue prescribed for him / her. Every candidate should get his / her signature certified on the admission and hand over the admission to the supervisor of the examination centre at the very first day he / she is sitting for the examination. Candidates are subject to rules imposed by the Commissioner General of Examination with regard to conducting the examination. Breach of such rules and regulations may result in penalty imposed by the Commissioner General of Examinations.

Note 5.- Issuance of an admission to a candidate is not considered as an acceptance of qualifications for sitting the examination or holding a post and not considered that passing the examination is a qualification for been appointed either.

10. *Identity of the candidates.* – A candidate shall prove his identity to the satisfaction of the supervisor of the examination hall with regard to each subject he/she is sitting

for. Either of the following identity documents should be submitted for the purpose.

- (i) National Identity card issued by the department of registration of persons,
- (ii) Valid passport.

11. *Penalty for supplying false information.* – Accurate information should be furnished carefully when completing the application. If any candidate proved to have no qualification as per the rules and conditions of this examination, candidature of such applicant will be cancelled before, during the examination or after the examination.

12. *Method and medium of examination :*

- 12.1 This examination will be conducted in Colombo in Sinhala and Tamil media.
- 12.2 Both subjects should be passed at least with 40 marks respectively to pass the written examination.
- 12.3 Every candidate shall sit all the question papers in this examination, in one language medium. That medium of language shall be the same medium of their appointment.
- 12.4 A candidate is not allowed to change the medium of language in his / her application later on.

13. *Syllabus :*

13.1 *Written examination.* – There are two question papers prescribed for this examination. All the candidates shall compulsorily sit for both question papers.

(I) Aptitude test - Time 01 hour. (100 marks)

This question paper is prepared to measure the skills and logical intelligence of the candidate for teaching profession. It consisted of 50 multiple choice and short answered type questions. All those questions should be answered.

(II) General knowledge - Time 01 hour. (100 marks)

Consisted of 50 multiple choice and short answered type questions to evaluate the general knowledge with regard to teaching profession and / or local

trends in education sphere occurred and occurring as well as regarding education modification. All those questions should be answered.

13.2 *General interview :*

No marks will be awarded for the general interview.

Note 6 : Objectives expected to be accomplished -

Examining whether qualifications mentioned in this *Gazette* notification or the newspaper advertisement which is published according to the service minute have been fulfilled and whether physical qualifications are fulfilled.

13.3 *Practical examination :*

A presentation identified by the candidate should be carried out as the practical examination. Not less than 05 minutes will be allocated for the purpose. Following marks will be awarded for that.

Serial No.	Criteria of marking at the practical examination	Maximum marks	Minimum marks for a pass
01	Objective and beginning	05	02
02	Personality and voice control	05	02
03	Clearness of communication	05	02
04	Time management	05	02
05	Use of presentation methodologies	05	02
	Total marks	25	10

Note 7 : Objectives expected to be accomplished - Evaluation of efficiency of the candidate in learning teaching process essential in teaching profession.

14. *Examination fees :*

14.1 Examination fee will be Rs. 600/-. Invoice obtained to the name of the candidate himself from any post / sub post office crediting the amount to the government income under revenue head 2003-02-13 should be pasted on the relevant cage of the application and the invoice number should be written therein as well. (Keeping a photocopy of the invoice will be useful). (Kindly be informed that no charge

other than this examination fee will be charged). Kindly be informed that no other charge will be obtained other than this examination fee. No money orders or stamps will be accepted for the examination fee. No reimbursing or transferring to another examination of this examination fee will be made.

15. *Results of the examination :*

15.1 Secretary, Ministry of Education will be furnished with the result sheet prepared as per the priority of the total marks of the written examination by the Commissioner General of Examinations. Results of candidates sat for the examination will either be notified in person or will be published in www.results.exam.gov.lk website.

16. *Instructions to complete the application.* – Please use only schedule 01,02 and 03 below when completing the application.

Schedule 01

<i>Medium of language</i>	<i>Code No.</i>
Sinhala medium	2
Tamil medium	3

Schedule 02

<i>Category of School</i>	<i>Code No.</i>
National School	1
Province School	2

Schedule 03

<i>Province</i>	<i>Code No.</i>
Central Province	2
North Western Province	6
Sabaragamuwa Province	9

17. It is compulsory for officers already in the government service to submit the certified applications through their heads of the department under the heading No. 11.0 of the application.

18. No further consideration will be made with regard to the applications of those not participating in the interview on the precise date

19. Further to that all the certificates should be submitted at the date of the interview whereas no certificate forwarded thereafter will be accepted.

20. Right to decide on any matter not covered by this notification as well as filling or not filling all or part of the vacancies or taking final decision on such lies with the education services committee of the public service commission.

21. In case of any inconsistency among the segments of this notification which is published in Sinhala, Tamil and English languages, vide Sinhala medium notification where necessary.

SUNIL HETTIARACHCHI,
Secretary,
Ministry of Education.

Ministry of Education, Isurupaya,
Pelawatte, Battaramulla,
On the 11th July, 2018.

SPECIMEN APPLICATION

For office use only

MINISTRY OF EDUCATION

OPEN COMPETITIVE EXAMINATION TO RECRUIT GRADUATES TO GRADE 3-I (a) OF SRI LANKA TEACHERS' SERVICE FOR SINHALA AND TAMIL MEDIUM SCHOOL STUDENT COUNSELLING IN NATIONAL AND PROVINCIAL SCHOOLS IN THE ISLAND – 2018

1.0 Indicate the code using schedule 01 for the medium of language applied.

Medium of language
(Write in the relevant cage)

2.0 Applying for the Vacancies :

2.1 Category of School

(Write the category of school code No.in the cage, according to include schedule 02)

2.2 Code No. of the province, if it is a provincial School
(Write the provincial code No.in the cage, according to include schedule 03)

3.0 3.1 Name in full (in block letters) (Ex: AMRAKOON MUDIYANSELAGE NAMAL HERATH) :_____
3.2 Last name first with initials of the other names to the end of the last name (Ex:- HERATH.A.M. N) :_____
3.3 Name in full (in Sinhala / Tamil) :_____.

4.0 Present address (in block letters) :_____
(Admissions will be posted to this address)

5.0 5.1 National Identity Card No. :

5.2 Marital status : Unmarried – 1 Married – 2 (write in the relevant cage)

5.3 Date of birth :Year : Month : Date :

5.4 Age as at 23.08.2018 : Years : Months : Days :

5.5 Sex (Female – 1 Male – 0) (write in the relevant cage)

6.0 Details of Education Qualifications :

<i>G.C.E. (O/L) Examination</i>				<i>G.C.E. (A/L) Examination</i>	
Year :_____.		Examination No. :_____.		Year :_____.	
Examination No. :_____.		Year :_____.		Examination No. :_____.	
Subject	Pass	Subject	Pass	Subject	Pass
1		6		1	
2		7		2	
3		8		3	
4		9		4	
5		10			

7.0 Details of higher educational qualifications :

7.1 Degree :_____
7.2 University of issue :_____
7.3 Date of validity of the degree :_____
7.4 Main subject / s followed for the degree :_____
7.5 Medium of the degree :_____.

8.0 Details of payment of examination fees :

8.1 Examination fees paid Rs. (in words) :_____
8.2 No. of the invoice :_____
8.3 Issuing office :_____
8.4 Date :_____.

Keep a photocopy of the paying voucher with you.
Paste the voucher to this application from one edge to avoid detachment.

9.0 Statement of the Applicant :

I do herewith state that the information furnished herewith by me are true. I am aware that I will be dismissed from service if revealed disqualified after selection to the post. In addition I do state that I am abided by the laws and regulations enforced by the Commissioner General of Examinations with regard to conducting the Examination. No information herewith will not be changed later on. More fully, I do state that I am abided by laws and regulations enforced by the Commission of Examinations with regard to conducting the examination and issuance of results.

_____,
Signature of the applicant.

Date : _____.

10.0 Certification of applicant's signature :

I do hereby certify Mr./Mrs./Miss. submitting this application herewith is known to me personally, and he / she placed his / her signature before me on this day of Also he / she paid the relevant Examination fee and pasted the relevant payment voucher herewith.

_____,
Signature of the certifying officer.

Date : _____.

Name in full of the certifying officer : _____.

Designation : _____.

Address : _____.

(Certify with the official stamp)

11.0 Certification of the head of the department if the candidate is already a government employee :

Application of Mr./Mrs./Miss. is submitted herewith. He/she is serving as a permanent/temporary/casual employee of this Ministry/ Department and it is informed that he/she can/cannot be released from service if she is selected for this post.

_____,
Signature of the head of the Department
of the authorized officer.

Date : _____.

Designation : _____.

Ministry/Department : _____.

(Certify with the official stamp)

07-920

MINISTRY OF HOME AFFAIRS

**Efficiency Bar Examination for
Officers in Grade I of Grama Niladhari
Service - 2018**

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade I of Grama Niladhari Service will be held by the Commissioner General of Examinations, in the month of November 2018 as per the approved service minute of Grama Niladhari Service, and the applications are hereby called for the same.

2.0 This examination for officers in Grade I of the Grama Niladhari Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Rathnapura and Kilinochchi. Examination will be held only in the towns determined for the purpose. The list of relevant towns and town numbers are given in the table below. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/ towns indicated. Any centre mentioned above can be cancelled due to insufficiency of candidates and the candidates can be directed to a nearby centre.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Rathnapura	13
Kilinochchi	14

3.0 (i) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

- (ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner-General of Examinations for violation of these rules and regulations.

4.0 *Eligibility.*– Officers who have been appointed to posts in Grade I of Grama Niladhari Service as per the Procedure of Recruitment effective from 29.09.2010 are eligible to appear for this examination.

5.0 *Examination Procedure.*– Candidates should sit for a written examination, which will consist of the following subjects :–

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Office systems, General conduct and discipline in the Public Service	100	1 1/2 hours	01
2. Subject Related Studies and Professional Knowledge	100	1 1/2 hours	02

5.1 Office Systems, General conduct and Discipline in the Public Service

Office Systems :

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and Grama Niladhari Offices and his/her ability of practical application of the knowledge.

General conduct and discipline in the Public Service :

The candidates' knowledge on delegation of power on disciplinary matters according to the regulations of Public Service Commission, termination of service, regulations with regard to sending on retirement and provisions in Chapter XLVII and XLVIII in Volume II of the Establishments Code on general conduct and disciplinary procedures and circulars issued at present in relation to the above will be tested.

This paper consists of two parts

Part I- A paper of multiple-choice questions, duration is 30 minutes. (25 marks)

Part II- A paper consisting of 03 semi structured essay type questions. All 03 questions should be answered. Duration is 1 hour (75 marks)

5.2 *Subject related studies and Professional Knowledge :*

The knowledge of the officers on duties entrusted to Grama Niladharies by various rules and regulations, Ministries, Departments, Provincial Councils and other statutory institutions of the government shall be tested and further a case study will be given to the candidate on matters relevant to the subjects.

Part I- A paper of multiple-choice questions, duration is 30 minutes. (25 marks)

Part II- A paper consisting of 03 semi structured essay type questions. All 03 questions should be answered. Duration is 01 hour (75 marks)

6.0 The examination will be held only in Sinhala and Tamil medium and candidates should answer question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

7.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding Examination on which the candidate to complete the examination passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.

8.0 The results of the examination will be issued by the Commissioner General of Examination to me and action will be taken to notify the applicants the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.

9.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidates him/ her self. Applications should be sent by the Registered post through Divisional Secretary of their Divisional Secretariat Division to reach the **Commissioner- General of Examinations, Department of Examinations Organization and Foreign**

Examinations Branch, P.O. Box 1503, Colombo, on or before 27th August 2018. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

10.0 *Identity of the Candidates.*— Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents, along with the admission card issued by the Department of Examinations on which the signature has been certified should be submitted to the supervisor.

- (i) The National Identity Card issued by the Department of Registrations of Persons.
- (ii) A valid Passport.
- (iii) A valid Driving License.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations.

11.0 *Applications.*— Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 6.0 appear on the first page and 6.0 and 7.0 on the second page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to sent more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. Please indicate the title of the examination appearing the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

12.0 Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sitting, Rs. 400/= for the whole examination and Rs. 200/= for only one subject should be paid at any Post/ Sub Post Office island-wide to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in favor of the applicant should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. The fee paid for this examination will not be refunded under any circumstance. It will not be allowed to transfer the fee paid for this examination in favor of another.

13.0 The Commissioner- General of Examinations will issue copies of the time table and admission cards to all candidates whose duly perfected applications have been received a long with the receipt of the examination fees, if any issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall. A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Organization and Foreign Examination Branch, Department of Examinations in the manner specified in the advertisement. It would be advisable to send a request letter to the Department of Examinations with the following, certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of a fax number to which the admission card should be sent. It would be advisable to keep a photocopy of the letter of request.

14.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.

15.0 The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination. He/She is liable to a punishment imposed by the Commissioner General of Examination for breach of these rules and if a candidates is found to be ineligible in accordance with the relearn regulations, his/her candidature is liable to be cancelled at any stage prior to during or after the examination. And my decision shall be the final in respect of any matters related to this subject which in not provided for in this notification.

16.0 If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall prevail and thus, action will be taken accordingly.

S. T. KODIKARA,
Secretary,
Ministry of Home Affairs.

Ministry of Home Affairs,
Independent Squire,
Colombo 07,
12th July, 2018.

Specimen Form of Application

[]
(For office use only)

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE I OF GRAMA NILADHARI SERVICE - 2018

	Town	Town No.
First Choice	1.	
Second Choice	2.	

(Indicate the name and the number of the town in which you wish to sit for the examination, in the order of your choice, as per the para No .2.0 in the *Gazette* notification, this is not allowed to be changed subsequently)

Medium of examination :

Sinhala - 2
Tamil - 3

(Indicate the relevant number in the cage, this is not allowed to be changed subsequently)

1.0 1.1 Name in full (In English Block Capitals) :———. (Eg. HERATH MUDIYANSELAGE SAMAN KUMA GUNAWARDHANA)

1.2 Last Name With initials at the end :———. (In English Block Capitals) (Eg. GUNAWARDHANA, H.M.S.K.)

1.3 Name in full :———. (In Sinhala/ Tamil)

2.0 2.1 Address to which the admission card should be sent :———. (In English Block Capitals)

2.2 District and the District number to which the officer is attached :———.

(Indicate as per the Schedule I) (In English Block Capitals)

2.3 Divisional Secretariat and Divisional Secretariat number to which the officer is attached :———.

(Indicate as per the Schedule I) (In English Block Capitals)

2.4 District and the Divisional Secretariat to which the officer is attached :———. (In Sinhala/ Tamil)

3.0 3.1 National Identity Card No. :

3.2 Sex :-
Female - 1
Male - 0
(Indicate the relevant number in the cage.)

3.3 Date of Birth :-
Year : Month : Date :

4.0 Subject/s you offer on this sitting (Refer Para. 5.0 of the *Gazette* Notification):

Index No.	Subject	Subject No.
01.		
02.		

5.0 5.1 Grade :———. 5.2 Post :———. 5.3 Date of appointment to the relevant Grade :———. 5.4 Telephone No. :———.

6.0 **N.B.**– The receipt of the examination fee obtained from the Post/ Sub Post Office in favour of the applicant should be affixed here firmly :

[]

Receipt No. :———. Post/sub post Office :———. Date :———. Amount Rs. :———.

7.0 I declare that the above particulars are true and that I am eligible to appear the examination in the language medium indicated above. Further, I agree to be bound by the rules and regulations issued by the Commissioner-General of Examinations regarding this examination. And I affirm that I sit for the said examination as my first sitting/ I have paid the relevant examination fee and the receipt has been affixed hereto.

_____,
Signature of candidate.

Date :———.

Certification of the Divisional Secretary

I certify that Mr/Mrs/Miss
Grama Niladhari, who works at Gama Niladhari Division of
..... in Divisional secretary's Division of ...
.....and

- (i) has placed his/her signature in my presence ;
- (ii) have checked the details provided above ;
- (iii) the officer is eligible to sit for this examination :
- (iv) the officer is exempted from the examination fee since the first sitting/the receipt of the prescribed examination fee is affixed here (Delete inapplicable words)

Signature and official stamp of the
Divisional Secretary.

Name : _____.
Designation : _____.
Address: _____.
Date: _____.

SCHEDULE I

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Colombo	1103	Colombo <table border="1" style="width: 50px; margin-left: auto; margin-right: auto;"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1			
Kolonnawa	1106			
Kaduwela	1109			
Homagama	1112			
Hanwella	1115			
Padukka	1118			
Maharagama	1121			
Sri Jayawardanapura Kotte	1124			
Thimbirigasyaya	1127			
Dehiwala	1130			
Rathmalana	1131			
Moratuwa	1133			
Kesbewa	1136			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Negombo	1203	Gampaha <table border="1" style="width: 50px; margin-left: auto; margin-right: auto;"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2			
Katana	1206			
Divulapitiya	1209			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Meerigama	1212	Gampaha <table border="1" style="width: 50px; margin-left: auto; margin-right: auto;"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2			
Minuwangoda	1215			
Wattala	1218			
Ja-Ela	1221			
Gampaha	1224			
Attanagalla	1227			
Dompe	1230			
Mahara	1233			
Kelaniya	1236			
Biyagama	1239			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Panadura	1303	Kalutara <table border="1" style="width: 50px; margin-left: auto; margin-right: auto;"><tr><td>0</td><td>3</td></tr></table>	0	3
0	3			
Bandaragama	1306			
Horana	1309			
Ingiriya	1310			
Bulathsinghela	1312			
Madurawala	1315			
Millaniya	1318			
Kalutara	1321			
Beruwala	1324			
Dodangoda	1327			
Mathugama	1330			
Agalawatta	1333			
Palindanuwara	1336			
Walallawita	1339			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Thumpane	2103	Kandy <table border="1" style="width: 50px; margin-left: auto; margin-right: auto;"><tr><td>0</td><td>4</td></tr></table>	0	4
0	4			
Poojapitiya	2106			
Akurana	2109			
Pathadumbara	2112			
Panwila	2115			
Ududumbara	2118			
Minipe	2121			
Medadumbara	2124			
Kundasale	2127			
Gangawata Korale	2130			
Harispattuwa	2133			
Hataraliyadda	2134			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Yatinuwara	2136	Kandy <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>4</td></tr></table>	0	4
0	4			
Udunuwara	2139			
Doluwa	2142			
Pathahewaheta	2145			
Delthota	2148			
Udupalatha	2151			
Gangaihala Korale	2154			
Pasbage Korale	2157			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Galewela	2203	Matale <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>5</td></tr></table>	0	5
0	5			
Dambulla	2206			
Naula	2209			
Pallepola	2212			
Yatawatta	2215			
Matale	2218			
Ambangaga Korale	2221			
Laggala Pallegama	2224			
Wilgamuwa	2227			
Raththota	2230			
Ukuwela	2233			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Kothmale	2303	Nuwara Eliya <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>6</td></tr></table>	0	6
0	6			
Haguranketha	2306			
Walapane	2309			
Nuwara Eliya	2312			
Ambagamuwa	2315			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Benthota	3103	Galle <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>7</td></tr></table>	0	7
0	7			
Balapitiya	3106			
Karandeniya	3109			
Elpitiya	3112			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Niyagama	3115	Galle <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>7</td></tr></table>	0	7
0	7			
Thawalama	3118			
Neluwa	3121			
Nagoda	3124			
Baddegama	3127			
Welivitiya Divithura	3130			
Ambalangoda	3133			
Hikkaduwa	3136			
Gravets	3139			
Bope Poddala	3142			
Akmeemana	3145			
Yakkalamulla	3148			
Imaduwa	3151			
Gonapeenuwala	3154			
Habaraduwa	3157			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Pitabeddara	3203	Matara <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>8</td></tr></table>	0	8
0	8			
Kotapola	3206			
Pasgoda	3209			
Mulatiyana	3212			
Athuruliya	3215			
Akuressa	3218			
Welipitiya	3221			
Malimbada	3224			
Kamburupitiya	3227			
Hakmana	3230			
Kirinda Puhulwella	3233			
Thihagoda	3236			
Weligama	3239			
Matara	3242			
Devinuwara	3245			
Dikwella	3248			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Sooriyawewa	3303	Hambanthota <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>9</td></tr></table>	0	9
0	9			
Lunugamwehera	3306			
Thissamaharama	3309			
Hambanthota	3312			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Ambalanthota	3315	Hambanthota <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>0</td><td>9</td></tr></table>	0	9
0	9			
Angunakolapelessa	3318			
Weeraketiya	3321			
Katuwana	3324			
Okewela	3327			
Beliatta	3330			
Tangalle	3333			
Walasmulla	3336			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Kayts (Island North)	4103	Jaffna <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>0</td></tr></table>	1	0
1	0			
Chankanei (Walikamum West)	4106			
Sandilipay (Walikamum South West)	4109			
Thelippalei (Walikamum North)	4112			
Uduvil (Walikamum South)	4115			
Kopai (Walikamum East)	4118			
Karaweddi (Wadamarachchi South West)	4121			
Maruthankerny (Wadamarachchi East)	4124			
Point Pedro (Wadamarachchi North)	4127			
Chawakachcheri (Thenmarachchi)	4130			
Nallur	4133			
Jaffna	4136			
Velanai (Island South)	4139			
Delft	4142			
Kareinagar	4145			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Mannar	4203	Mannar <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>1</td></tr></table>	1	1
1	1			
Manthai West	4206			
Madu	4209			
Nanaddan	4212			
Musali	4215			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Vavuniya North	4303	Vavuniya <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>2</td></tr></table>	1	2
1	2			
Vavuniya South	4306			
Vavuniya	4309			
Vengalacheddikulam	4312			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Thunukkai	4403	Mullativu <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>3</td></tr></table>	1	3
1	3			
Manthai East	4406			
Pudukuduirippu	4409			
Oddusudan	4412			
Maritimepattu	4415			
Welioya	4418			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Pachchilapalli	4503	Kilinochchi <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>4</td></tr></table>	1	4
1	4			
Kandawalai	4506			
Karachchi	4509			
Punakari	4512			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Koralepattu North	5103	Batticaloa <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>5</td></tr></table>	1	5
1	5			
Koralepattu West (Oddamawadi)	5106			
Koralepattu (Valaichchenai)	5109			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Eravurpattu	5112	Batticaloa <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>5</td></tr></table>	1	5
1	5			
Eravurpattu Town	5115			
Manmunei North	5118			
Manmunei West	5121			
Kaththankudi	5124			
Manmunei pattu	5127			
Manmunei South West	5130			
Porativupattu	5133			
Manmunei South	5136			
Koralepattu South	5139			
Koralepattu Central	5142			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Morawewa	5312	Trincomalee <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>7</td></tr></table>	1	7
1	7			
Town and Gravets	5315			
Thambalagamawa	5318			
Kanthale	5321			
Kinniya	5324			
Muthur	5327			
Seruvila	5330			
Verugal/ Echchalampattuwa	5333			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Dehiaththakandiya	5203	Ampara <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>6</td></tr></table>	1	6
1	6			
Padiyathalawa	5206			
Maha Oya	5209			
Uhana	5212			
Ampara	5215			
Nawindaweli	5216			
Samanthurei	5218			
Kalmuna-Tamil	5224			
Saindamarudu	5225			
Karativu	5227			
Nindavur	5230			
Addalachchena	5233			
Eragama	5234			
Akkaraipattu	5236			
Alayadivembu	5239			
Damana	5242			
Thirukkivil	5245			
Pothuvil	5248			
Lahugala	5251			
Kalmuna - Muslim	5254			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Giribawa	6103	Kurunegala <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>8</td></tr></table>	1	8
1	8			
Galgamuwa	6106			
Ehetuwewa	6109			
Ambanpola	6112			
Kotawehera	6115			
Rasnayakapura	6118			
Nikaweratiya	6121			
Mahawa	6124			
Polpithigama	6127			
Ibbagamuwa	6130			
Ganewatta	6133			
Wariyapola	6136			
Kobeigane	6139			
Bingiriya	6142			
Bamunakotuwa	6149			
Maspotha	6151			
Kurunegala	6154			
Mallavapitiya	6157			
Mawathagama	6160			
Rideegama	6163			
Weerambagedara	6166			
Kuliyapitiya East	6169			
Kuliyapitiya West	6172			
Udubaddawa	6175			
Pannala	6178			
Narammala	6181			
Alawwa	6184			
Polgahawela	6187			
Paduwasnuwara East	6190			
Paduwasnuwara West	6193			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Padavi Sri pura	5303	Trincomalee <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>1</td><td>7</td></tr></table>	1	7
1	7			
Kuchchaveli	5306			
Gomarankadawala	5309			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Kalpitiya	6203	Puttlam
Wanathavilluwa	6206	
Karuwalagaswewa	6209	
Nawagaththegama	6212	
Puttlam	6215	
Mundalama	6218	
Mahakumbukkadawala	6221	
Anamaduwa	6224	
Pallama	6227	
Arachchikattuwa	6230	
Chilaw	6233	
Madampe	6236	
Mahawewa	6239	
Naththandiya	6242	
Wennappuwa	6245	
Dankotuwa	6248	

1	9
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<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Padaviya	7103	Anuradhapura
Kebithigollewa	7106	
Medawachchiya	7109	
Mahawilachchiya	7112	
Nuwaragampalatha Central	7115	
Rambewa	7118	
Kahatagasdigiliya	7121	
Horoupothana	7124	
Galenbindunuwewa	7127	
Mihinthale	7130	
Nuwaragampalatha East	7133	
Nachchaduwa	7136	
Nochchiyagama	7139	
Rajanganaya	7142	
Thambuttegama	7145	
Thalawa	7148	
Thirappane	7151	
Kekirawa	7154	
Palugaswewa	7157	
Ipalogama	7160	
Galnewa	7163	
Palagala	7166	

2	0
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<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Higurakgoda	7203	Polonnaruwa
Medirigiriya	7206	
Lankapura	7209	
Welikanda	7210	
Dimbulagala	7212	
Thamankaduwa	7215	
Elahera	7218	

2	1
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<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Mahiyanganaya	8103	Badulla
Rideemaliyadda	8106	
Meegahakiula	8109	
Kandaketiya	8112	
Soranathota	8115	
Passara	8118	
Lunugala	8119	
Badulla	8121	
Hali Ela	8124	
Uwa Paranagama	8127	
Welimada	8130	
Bandarawela	8133	
Ella	8136	
Haputhale	8139	
Haldummulla	8142	

2	2
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<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>
Bibila	8203	Monaragala
Madulla	8206	
Medagama	8209	
Siyambanduwa	8212	
Monaragala	8215	
Badalkumbura	8218	
Buttala	8221	
Wellawaya	8224	
Kataragama	8227	
Thanamalwila	8230	
Sewanagala	8233	

2	3
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<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Eheliyagoda	9103	Rathnapura <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>2</td><td>4</td></tr></table>	2	4
2	4			
Kuruwita	9106			
Kiriella	9109			
Rathnapura	9112			
Imbulpe	9115			
Balangoda	9118			
Opanayake	9121			
Pelmadulla	9124			
Elapatha	9127			
Ayagama	9130			
Kalawana	9133			
Niwithigala	9136			
Kahawatta	9139			
Godakawela	9142			
Weligepola	9145			
Embilipitiya	9148			
Kolonna	9151			

<i>Divisional Secretary's Division</i>	<i>Number of the Divisional Secretary's Division</i>	<i>Relevant Number and District</i>		
Rambukkana	9203	Kegalle <table border="1" style="margin-left: auto; margin-right: auto;"><tr><td>2</td><td>5</td></tr></table>	2	5
2	5			
Mawanella	9206			
Aranayake	9209			
Kegalle	9212			
Galigamuwa	9215			
Warakapola	9218			
Ruwanwella	9221			
Bulathkohupitiya	9224			
Yatyanthota	9227			
Dehiovita	9230			
Deraniyagala	9233			

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